



TEXAS DEPARTMENT OF LICENSING & REGULATION
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***UNPAID* INTERNSHIP POSTING**

Regulatory Program Management/Building and Professionals
Industrialized Housing and Buildings Program Intern
Program Specialist Intern

Posting: RPM/AB Intern #03-22

Opening Date: 4/14/22

Closing Date: Until Filled

An intern chosen for the Industrialized Housing and Building (IHB) program will have the opportunity to learn through practical application how state and local jurisdictions interpret and apply the model codes to construction. The intern will gain hands on experience with project drawings, quality assurance manuals, third party inspection reports and their application in real world conditions. The intern will also participate in building inspections and plan reviews to ensure manufacturers are complying with all statutory and rule requirements, and other key aspects of public administration.

General Description

The Industrialized Housing and Buildings Program Intern is responsible to the Program Supervisor and Section Manager. The Industrialized Housing and Buildings Program Intern's role is to assist in managing the Industrialized Housing and Buildings Program (IHB) database and assist IHB personnel in daily operations.

***The position will be located at the North Campus 1106 Clayton Ln. Austin, TX 78723.**

Essential Duties

- Assist with maintaining the Industrialized Housing and Buildings Program database.
- Assist with researching the construction codes for information needed to determine code compliance of industrialized housing and buildings.
- Assist with plan reviews and reviews of manufacturer's compliance control manual.
- Assist with consumer complaint inspections and/or reports when requested by the Enforcement Division.
- Assist with Decal and Insignia orders.
- Assist with certification inspections and third-party inspector monitoring inspections at various IHB manufacturer locations.
- Assist with monitoring and logging inspection reports and inspection notifications.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the Agency's core values.
- Keeps management appropriately informed of ongoing activities and critical matters affecting the operations and well-being of the Programs and the Department.
- Adheres to all Department procedures and personnel policies and perform other related work as assigned.

Minimum Requirements:

Currently enrolled in an accredited four-year college or university with major coursework in construction, engineering, architecture, or a related field. Undergraduate applicants must have a minimum of 12 semester hours earned at time the intern application is submitted. For fall and/or spring semester internships, undergraduate applicants must be currently enrolled in a minimum of 12 credit hours and graduate applicants must be currently enrolled in a minimum of 6 credit hours. Applicants must have an overall grade point average (GPA) of 2.5 or higher on a 4.0 grade point scale OR "Pass" on a Pass/Fail system. **Must have internet connection, computer or laptop, and office workspace at home.**

Remarks:

Knowledge about the modular construction industry or construction practices. Skill in working in the Office 365 suite programs, such as Outlook, Teams, Word, PowerPoint, etc.

Intern application may be downloaded from TDLR's website <https://www.tdlr.texas.gov/employ.htm>. E-mail or fax applications to: TDLR, Human Resources Office, Austin Texas 78711. Fax (512) 475-3377. E-mail Human.Resources@tdlr.texas.gov. **Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only typed applications will be considered.**

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.